

TITLE: Police Lieutenant

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DEPARTMENT: PoliceREPORTS TO: Police CaptainSUPERVISES: Sergeant, Police Officer, and assigned general unit and non-represented employees.DEFINITION

Plans, organizes, and manages administrative and tactical operations and activities of a division shift, and/or programs relative to an area of assignment and consistent with the department's policing philosophy, stated values and mission.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Manages and oversees the operation and activities of personnel in an assigned operational division to achieve goals within budgeted funds and available personnel; assures safe and effective law enforcement practices and procedures. Reviews progress of assigned programs and personnel, and makes changes in priorities and schedules as needed.

Reviews work performance and conducts performance evaluations; takes corrective action as necessary to assure compliance with department rules and regulations. Recommends promotion, transfer, disciplinary actions, and discharges. Resolves grievances and other personnel matters. Reviews time and attendance records.

Establishes and enforces policies, procedures and performance standards to assure effective operations or administrative activities in compliance with City guidelines, goals and objectives and state and local laws. Recommends and implements operational procedures regarding assigned administrative and tactical functions.

Evaluates work methods, case handling and results; develops and implements corrective measures as needed. Conducts Internal Affairs investigations involving department personnel including cases of alleged misconduct; responds to citizen complaints.

Provides advice, assistance, and training to personnel as necessary to make full use of individual capabilities. Assesses training needs and recommends appropriate training. Assures training is conducted.

Oversees police patrol duties, investigation of crimes, and other special assignments. Monitors and responds to requests for assistance to assure that services are provided to the community. Reviews reports, logs and other records prepared by assigned personnel to assure accuracy and adequacy.

When assigned to the Investigations division, plans and coordinates large investigations; checks progress of current investigations; provides assistance on complex or sensitive cases.

Responds to the most serious of crime scenes, accidents, and other serious or sensitive incidents; assumes command or assists the officer in charge.

Assists in the preparation of the section or division budget based on staffing and resource requirements, cost estimates, and objectives and goals. Researches and submits information on budgetary issues necessary to provide services within assigned area of responsibility; monitors and documents expenditures assuring compliance with approved budget and staffing levels.

Coordinates administrative activities and emergency responses with other law enforcement or emergency agencies. Coordinates activities with other City departments. Plans and develops goals and standards for assigned department projects and coordinates their implementation.

Studies and conducts research regarding department operations, and related issues and develops reports and summaries for department use.

Facilitates, makes presentations and attends community meetings of special citizen interest groups, neighborhood or business community members, and the public.

Provides advice and assistance to assigned personnel; interprets rules, regulations, laws, codes, and ordinances. Assures appropriate training for police personnel.

OTHER JOB FUNCTIONS

Represents the City and the department at various meetings, both public and private; task forces, and committees; provides information regarding police policies and procedures. Responds to media representatives on issues, events and activities related to the Gresham Police Department.

Enforces the procedures and performance standards to assure efficient and effective services. Maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

May perform any or all duties and responsibilities of a sergeant or officer on an assigned shift. May assume the duties of captain in his or her absence or the duties of the chief when captains are not available.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment sitting at a desk or in the field where the employee is exposed to varying and extreme weather conditions. When responding to emergencies, employee risks physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs and drug

paraphernalia. Physical exertion is required to climb stairs and over walls, run, move heavy objects, crawl through tight spaces, kneel in confined areas. Physical effort is required to lift materials, equipment and persons exceeding 50 lbs. May experience disruption in sleep patterns as a result of emergency call outs and phone calls.

QUALIFICATIONS:

Knowledge of:

- Practices, principles and procedures of law enforcement and criminal investigation.
- Modern methods, techniques, and applicable laws and statutes used in the prevention, investigation, and suppression of criminal activities.
- The rights of suspects and defendants, rules and preservation of evidence.
- Knowledge of union contracts and administrative and personnel rules.
- Safety regulations and procedures and practices in law enforcement.
- City, state, and federal laws and regulations pertaining to police service.
- Management and supervisory principles, practices and methods.
- Department's community policing philosophy.

Ability to:

- Plan, organize and manage assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Develop shift goals and objectives for assigned personnel and area of responsibility.
- Analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with supervisors, employees, and the public.
- Operate assigned firearms and equipment skillfully, safely, and in conformance with applicable laws and regulations.
- Communicate effectively, both orally and in writing, regarding complex or sensitive issues.
- Perform effectively in emergency and stressful situations.
- Physical ability to perform the essential job functions.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in criminology, police science, sociology, political science, business administration, management or related degree, three years experience as an officer and a minimum of three years as a sergeant in a public law enforcement agency. Two years of additional experience may be substituted for one year of college up to a maximum of two years of college or four years of additional experience.

Licenses, Certificates, and Other Requirements

Valid driver's license.

Approved: 7/1/92

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